

CONFIDENTIAL

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

25X1

1 December 1977

TO: All Training Officers of the Agency

SUBJECT: Centralized Office of Training
Registrations (U)

1. (C) Effective 1 January 1978, the Office of Training (OTR) is centralizing registrations for all OTR courses with the exception of language and covert agent training. These will continue to be handled under existing procedures by the Language School and the Covert Instruction Division.

2. (U/AIUO) Internal training requests (Form 73, Request for Internal Training) should be addressed to OTR/SS/TSD/RRB, Registrations Section, Room 936, Chamber of Commerce Building. Questions related to registration should be directed to extension [] 25X1 25X1

3. (C) Telephone messages for students attending Chamber of Commerce-based courses, including those partially held at the [] and the [] will continue to be handled by the individual course instructors and training assistants. Messages for students in operational courses at [] will be handled by the Registrations Section during duty hours. 25X1 25X1 25X1

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